



Human Resources Newsletter

December 2001 News

What's New, What's Hot

Phase 2 of the 360 Degree Feedback program is underway; it includes all Section Heads & District Administrators. These additional "subjects" will receive performance input from a number of their direct reports, peers, customers & supervisor near their anniversary date & via the automated 20/20 Insight System. From this feedback, reports will be generated, which will then be used by the employee and his/her supervisor in developing plans for next year's PPR period.

CS General Circular 1458, issued recently, addresses military leave for employees called to active duty.

At its November meeting, the CS Commission approved Flexible Special Entrance Rates & Base Supplements for jobs in Marine Engineer series. Governor's approval pending. (White Castle/Carville and Edgard/Reserve ferry locations targeted for implementation at DOTD.)

Special Events

- December 5th - Civil Service Commission hearing
- December 10th - Deadline for Employee Recognition Nominations
- December 12th - SCHR meeting
- December 18th - 360 Degree Feedback Orientation (HQ Auditorium)
- December 24th & 25th - Christmas Holidays (*Happy Holidays from Human Resources*)

HR Unit Updates

Compensation Unit

Of special interest to DOTD employees at CS's December 5 pay hearing are the proposed new jobs/GS levels for the Engineering Technician & some entry level Fiscal jobs, as well as CS' s proposal of a new, distinct Protective Services Pay Plan (impacts our law enforcement jobs). DOTD's proposed policy for a dual career ladder program for Engineering Technicians will also be considered. Effective date of proposed GS levels for various jobs is dependent upon Governor's approval.

Job Studies for these job series are underway: Attorney, Compliance Programs, Safety, Environmental Impact, and Real Estate.

Sections/district administrators have been asked to provide organization charts and justification for any new Engr Tech 5 or Engr Tech DCL positions to HR by December 14. Following review and approval by the Standing Committee on Human Resources (SCHR), administrators will be advised to submit individual position descriptions